

***Wisconsin Army National Guard
75% Federal Tuition Assistance
Program***

***ONLINE APPLICATION
Procedures***

***All applications must be submitted online at
www.virtualarmory.com
after 1 April 2004.***

Wisconsin Army National Guard Education Office

POC Information

1LT Kolb, ESO = x3447

1LT Hay, Guidance Counselor, MGIB, Testing = x3448

SFC Hottinger, SLRP, TA manager = x3423

SGT Mindham, bonus manager = x3449

***Guide to federal tuition assistance,
enlistment/re-enlistment bonuses, MGIB/Kicker
use and re-enlistment***

STEP by STEP

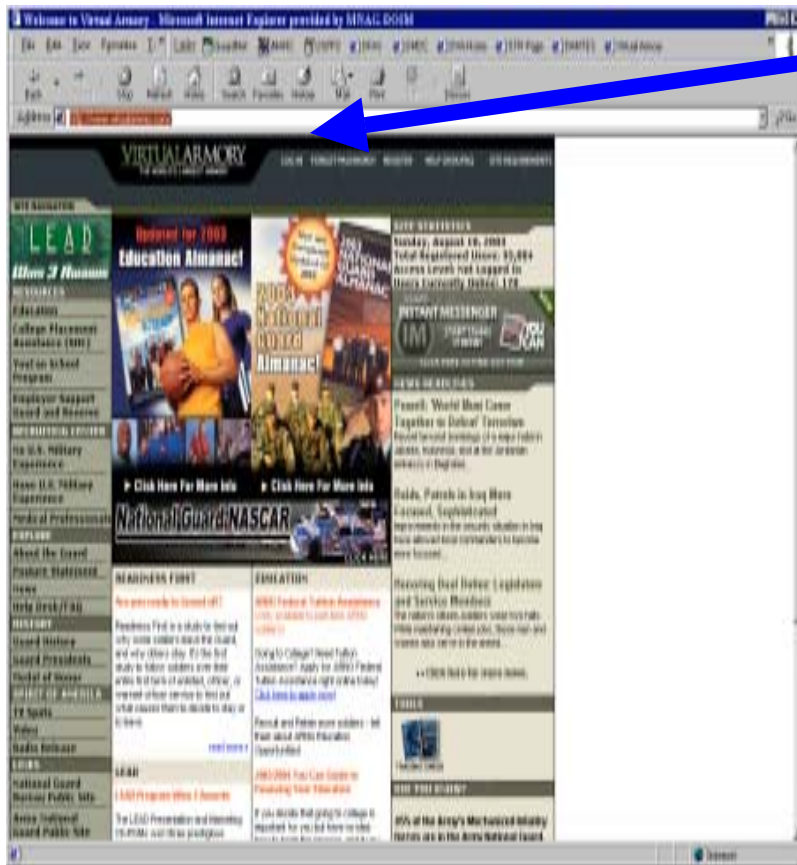
ONLINE APPLICATION

Federal Tuition Assistance

Start Application

- Site: <http://www.virtualarmory.com/>
- LOG IN - if you do not then you will not be able to request Tuition Assistance Online
- Complete the form as stated – step by step instruction are included in this presentation. Print as Note Pages to get the additional information.

Main Page



Click on LOG IN on upper center of main page

- NOTE: New Enlistees will not be able to complete their request on line. Complete the 2171-e and submit via efax

[Log in](#) / [Register](#)



- Must have User ID and Password
- If not signed up yet, you can sign up as a member of the National Guard

Main Page after Log In



- Site Navigation on left
- Click on Education for Education Home page

Hover on Education



- When you hover on this site you get additional information from the Main Menu
- Click on Federal Tuition Assistance to complete the Online Application

Start of Application Process



- **The DA Form 2171-E electronic application process is only authorized for use by part-time (traditional) ARNG soldiers.**

Review Eligibility / Statement of Understanding

The screenshot shows a web browser window titled "TA2171 Instructions - Microsoft Internet Explorer provided by MNAG-DOIM". The main heading is "Tuition Assistance Online Application Request". Below this is a table with five rows, each containing a section name and a link to view more information. The last row includes radio buttons for "AGREE" and "DECLINE". At the bottom of the form are "Continue" and "Close" buttons. A footer note states "SUBJECT TO PRIVACY ACT OF 1976 (PL 94-574) OFFICIAL USE ONLY".

ELIGIBILITY REQUIREMENTS	View Eligibility Requirements
BENEFIT INFORMATION	View Benefit Information
TUITION ASSISTANCE APPLICATION PROCESS	View Tuition Assistance Application Process
POINT OF CONTACT LIST	View POC List
STATEMENT OF UNDERSTANDING (Must be reviewed before entering application)	View Statement of Understanding <input type="radio"/> AGREE <input type="radio"/> DECLINE

SUBJECT TO PRIVACY ACT OF 1976 (PL 94-574) OFFICIAL USE ONLY

- First time users should read all information found on these links and print a copy of each page for their records.
- Once SOU has been read and printed, SM can click agree and continue.

Contact

Tuition Assistance Online Application Request - Microsoft Internet Explorer provided by MSAG-DOIM

Federal Tuition Assistance (FTA) Online Application Request

Contact	Submit	Application	Report	Print
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(DD FORM 107-10-01-0001) (Rev. 10/01) (MS AG-DOIM) (https://msag.dod.mil/fta-online-app.html)

CONTACT INFORMATION

- Below is the your personal contact information required to submit a DA Form 2171-e Request for ARNG Federal Tuition Assistance (FTA).
- Please make all necessary corrections to existing information.
- Fields that are not marked optional are required and must be entered in order to submit this form.

NAME <small>(Last Name)</small>	<input type="text"/>	GIVEN NAME <small>(First Name)</small>	<input type="text"/>	SSN <small>(Social Security Number)</small>	<input type="text"/>
DAYTIME PHONE <small>(Area Code)</small>	<input type="text"/>	ELECTRONIC PHONE <small>(Area Code)</small>	<input type="text"/>	USA ADDRESS COUNTRY <small>(Country Code)</small>	<input type="text"/>

HOME ADDRESS					
STREET	<input type="text"/>				
CITY	<input type="text"/>	STATE	<input type="text"/>	ZIP CODE	<input type="text"/>
WORKING STATE <small>(Working State Code)</small>	<input type="text"/>				
WORKING STATE <small>(Working State Code)</small>	<input type="text"/>				

PERSONAL INFORMATION					
GRADE	<input type="text"/>	UNIT NAME CODE	<input type="text"/>	SEX	<input type="text"/>
DTL NO.	<input type="text"/>	PID	<input type="text"/>		

Continue to Other School
FINISH - END OF APPLICATION

Federal Tuition Assistance (FTA) Online Application Request Help ([Click here to help/show the help details.](#))

SUBJECT TO PRIVACY ACT OF 1974 AND 1976 (5 U.S.C. 552(a))
AND EXECUTIVE ORDER 11652 (50 USC 3605) AND 32 CFR 1700.10-1 (PROTECTION)

DATA REQUIRED BY THE IMPERATY ACT OF 1974

- Review personal data
- Cannot change SSN, but can change items in other boxes

School

- Complete as much as possible

Tuition Assistance Online Application Request - Microsoft Internet Explorer provided by MBAC DCOM

Federal Tuition Assistance (FTA) Online Application Request

CONTACT SCHOOL COURSE REQUEST HELP

800-101-0101 1010 Main Street, Suite 1000, Little Rock, AR 72201-1001 10101-10101 10101-10101

SCHOOL INFORMATION

- Below is the school information required to submit a DA Form 2171-a Request for Army Federal Tuition Assistance (FTA).
- All courses to be entered must have the same course begin and course end dates.
- For courses with different dates you must submit separate Requests for Tuition Assistance.

SCHOOL INFORMATION (continued)					
SCHOOL NAME	COLLEGE OF ST. JOSEPH				
ADDRESS	10101-10101				
CITY	SMITH	STATE	TX	ZIP CODE	75001

SCHOOL CONTACT INFORMATION (continued)					
CONTACT NAME	J. J. J. J. J.				
PHONE	800-101-0101	EXTENSION	10101-10101		
EMAIL ADDRESS	j.j.j.j.j@j.j.j.j.j				

SCHOOL COURSE INFORMATION (continued)					
COURSE NAME	Mathematics	COURSE NUMBER	10101-10101	COURSE CREDIT	1.00

SCHOOL COURSE INFORMATION (continued)					
COURSE DESCRIPTION	Mathematics				
COURSE CREDIT	1.00				

SCHOOL COURSE INFORMATION (continued)					
COURSE CREDIT	1.00				

Return to contact information Continue to enter courses Skip school - Request information

Federal Tuition Assistance (FTA) Online Application Request Help (Click here to help/show the help details.)

Course

[illegible]

- Enter Course Data
- NOTE: Total Cost, FTA (Estimate), and Cost to You, are all subject to change based on state programs. Federal Tuition Assistance and State Incentives per regulation are not to exceed 100% of the tuition cost.

Course 2

[illegible]

- Multiple courses and received tuition by semester and not by credit hour – enter in Enter Flat Rate: then click on Apply Flat Rate – fields automatically fill in with the correct information

Final Review

Tuition Assistance Online Application Request - Microsoft Internet Explorer provided by MBAC/DOH

Federal Tuition Assistance (FTA) Online Application Request

CONTACT - REVIEW - CONFIRM - REVIEW - CONFIRM

REVIEW INFORMATION

- Please read and accept the Acknowledgment policy.
- Declining will prevent you from submitting a DA Form 2171-e Request for ARNG Federal Tuition Assistance(FTA).
- Click on the section name in the table below to go to that section to view and/or fix errors.
- When all required information has been entered and no errors are found the 'Continue to print DA Form 2171-e' button will be available along with the capability to enter additional information or comments that you would like submitted with your request.

ACKNOWLEDGMENT POLICY
(Must be reviewed before you can continue to enter the DA Form 2171-e)

View Acknowledgment Policy

☒ AGREE ☐ DECLINE

Status	Description	Details
X	Contact Information	Information must be added or corrected.
X	School Information	Information must be added or corrected.
+	Course Information	

Continue to print DA Form 2171-e

Cancel Request

Federal Tuition Assistance (FTA) Online Application Request Help (Click here to help/show the help details)

- If data is missing that is not optional, you will receive red “x” in the areas you need to return to
- Once complete correctly, you will be able to move on.

Printing Request

The screenshot shows a web browser window titled "Tuition Assistance Online Application Request - Microsoft Internet Explorer provided by MBAC/DCIM". The page header includes the title "Federal Tuition Assistance (FTA) Online Application Request" and a navigation menu with links: CONTACT, RETURN, CHECK, REVIEW, and PRINT. On the right, there are status indicators: "Total Cash: \$0.00", "FTE/ST/GRANT: \$0.00", and "Cash In Hand: \$0.00". The main heading is "PRINTING YOUR DA FORM 2171-E". Below this, a message states: "To print your DA Form 2171-E, click on the icon provided below (The DA Form 2171-E allows for 3 screens per page).". A central box contains a red 'X' icon and a button labeled "Page 1 Printed". Below this box are two buttons: "Return to Review Information" and "Submit 2171". At the bottom, there is a link for "Federal Tuition Assistance (FTA) Online Application Request Help (Click here to help/show the help details)".

- Click to view 2171
- Click return to review information if necessary
- Click “Page 1 Printed” to submit your request
- Click on Submit 2171

Review DA 2171-e

- Verify information on DA Form 2171-E

http://www.stimulator.com/DA2171/Para%2171-e%20Web%20Instructions.pdf Microsoft Internet Explorer provided by MRAG DODM

DA Form 2171-E, 10-01-00

REQUEST FOR TUITION ASSISTANCE - ARMY CONTINUING EDUCATION SYSTEM CONTROL NUMBER

For use of this form, see AR 621-6. The instructions apply to SCAPES.

(This regulation is the property of the Army. It is loaned to your organization. It is not to be distributed outside your organization.)

I. APPLICANT DATA

A. APPLICANT NAME (Last, First, MI, Rank) B. SSN C. UIC D. GRADE E. DESIG F. GRADE

Example: John A. Smith 123456789 10001234 4206 Captain 10000000

II. ORGANIZATION AND LOCATION INFORMATION

A. ORGANIZATION B. LOCATION

Unit information will appear here **SM HOR**

III. SCHOOL DATA

A. SCHOOL NAME B. ADDRESS

C. SCHOOL TYPE D. SCHOOL TYPE

IV. COURSE DATA

A. COURSE NUMBER B. TITLE C. INSTRUCTOR D. COURSE CODE E. COURSE CODE F. COURSE CODE G. COURSE CODE H. COURSE CODE I. COURSE CODE J. COURSE CODE

Example: 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000

V. TUITION DATA

A. TUITION NUMBER B. TITLE C. INSTRUCTOR D. COURSE CODE E. COURSE CODE F. COURSE CODE G. COURSE CODE H. COURSE CODE I. COURSE CODE J. COURSE CODE

Example: 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000

VI. SUMMARY

A. COURSE CODE B. COURSE CODE C. COURSE CODE D. COURSE CODE E. COURSE CODE F. COURSE CODE G. COURSE CODE H. COURSE CODE I. COURSE CODE J. COURSE CODE

Example: 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000 10000000

VII. REVIEW

THESE FORMS MUST BE COMPLETED BY FORM 2171

CONTINUATION SHEET

A. SIGNATURE OF APPLICANT B. TELEPHONE C. ADDRESS D. ADDRESS E. ADDRESS

SM signs here before submitting

VIII. TUITION ASSISTANCE BY THE ARMY

A. TUITION ASSISTANCE B. TUITION ASSISTANCE C. TUITION ASSISTANCE D. TUITION ASSISTANCE E. TUITION ASSISTANCE

Example: 10000000 10000000 10000000 10000000 10000000

IX. OFFICIALS

A. OFFICIALS B. OFFICIALS C. OFFICIALS D. OFFICIALS E. OFFICIALS

Example: 10000000 10000000 10000000 10000000 10000000

Submit 2171

- Submit form

Tuition Assistance Online Application Request - Microsoft Internet Explorer provided by MPAC DODM

Federal Tuition Assistance (FTA) Online Application Request

CONTACT ABOUT CONTACTS REQUEST PRINT

PRINTING YOUR DA FORM 2171-E

To print your DA Form 2171-E, click on the links provided below (The DA Form 2171-E shows for 3 courses per page).

[PRINT DA FORM 2171-E](#)

[Return to Member Information](#) [Submit 2171](#)

[Click here to print your 2171](#)

Federal Tuition Assistance (FTA) Online Application Request Help (Click here to help/show the help details)

Successful Submission



- Click Finish and the main Education Screen for Virtual Armory will appear.
- This means your application has been submitted.